# Senior Program Manager – Project Operations

Job Description

**Job Title:** Senior Program Manager – Project Operations **(French Speaking)**

**Level and Grade:** Senior Manager | Grade 80

**Job Type:** Full time

**Reporting Manager:** Associate Vice President, Operational Effectiveness and Development

**Department:** International Programs and Operations

**Office:** Washington, DC, or Baltimore, MD

**Date:** January 5, 2023

## About Corus:

***About Corus:*** Corus International is the parent of a family of world-class organizations and a global leader in international development, with 150 years of combined experience across our companies. We are an inclusive organization that believes diversity and differences only make us stronger. We are disruptive because by challenging convention, we innovate and maximize the good we can do in the world. We promote interconnectedness because complex problems require comprehensive, integrated solutions. And we are agile, because the world changes rapidly and we move at the speed of change. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world’s most vulnerable people break the poverty cycle and lead healthy lives.

At Corus International, we value every employee’s specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our companies often function as partners, our employees have the opportunity to work across our enterprise family.

Corus International is committed to diversity, equity, and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization. Further details about the organization can be found at: [https://corusinternational.org](https://corusinternational.org/)

## Job Brief:

**Position Summary:** The Senior Program Manager, Project Operations (SPM-PO), will work under the supervision of the Associate Vice President, Operational Effectiveness and Development, to lead operational support for Corus International projects. The SPM-PO will collaborate with Corus staff as well as partner organization teams in operational areas, such as contractual, administrative, financial, logistical, and managerial aspects of project development and implementation. The SPM-PO will support projects across multiple regions that focus on health, livelihoods, and economic development, humanitarian assistance, and other sectors. The SPM-PO also will, upon request, develop, package, and deliver technical products and services; assist with strategic positioning; contribute to Corus International’s knowledge management and sharing effort; and provide technical support as appropriate. The SPM-PO may be deployed for short- or medium-term assignments to offices overseas to support in the start-up or close-out of projects.

**Key Result Areas:**

The success of this role is measured by the following KRAs:

1. Impact: Increase impact of Corus International projects through timely, targeted, relevant leadership on project start-up, implementation, and close-out that incorporates measures to increase responsiveness to donors.
2. People, learning, and culture: Increase capacity of Corus International and partner staff to implement integrated, innovative, and evidence-based services and approaches and contribute to the global body of evidence on how best to achieve desired results.
3. Resource mobilization and financial sustainability: Contribute to increasing funding to allow for new and expanded multi-year, impactful programming by improving quality and quantity of future project design and development, existing project implementation, and operational and programmatic effectiveness of current programs/projects.
4. Organizational effectiveness: Contribute to knowledge exchange activities across programs and projects through documentation of impact of program/project assistance and capacity building.

## Roles and Responsibilities:

Project management in surge capacity role

Independently implement assigned project management responsibilities during project startup or closedown phases or provide coverage during extended staff absences as needed. Support may be developed remotely or in-person. Responsibilities may include:

1. Model and coach colleagues in best practices in project management, especially adherence to the Project Management Manual as well as complementary policies and procedures related to subawards, procurement, and finance and administration.
2. Ensure various actions during project start up, implementation, and close out (e.g., procurement, budget adjustments, modifications) are compliant with donor rules and regulations.
3. Define the short-term technical assistance needs to successfully implement project workplans, develop scopes of work, identify suitable staff or consultants, and help maintain the technical assistance plan for the project.
4. Lead designated startup processes, including participating in the handover from the Business Development and Compliance teams, supporting country registration, procuring technical and support services, elaborating annual budgets in alignment with the project budget and Corus’s fiscal year, developing procurement plans, and participating in the recruitment of project staff (writing job descriptions, participating in interviews, etc.) as required.
5. Write project deliverables responsive to donor requirements, such as start-up plans, workplans, performance management plans, disposition plans, close out plans, branding and marking plans, environmental management and mitigation plans, and others.
6. Liaise with the Grants and Contracts team to provide information or implement follow up actions related to sub-recipient management (contracting, reporting, and monitoring).
7. Lead or coordinate designated closeout processes, including asset disposition, project staff offboarding and separation, terminating contracts, and other actions defined in the Project Management Manual and/or required by the donor and local regulations.
8. Compile project information required for regulatory and donor compliance reporting or internal and external audits, in coordination with relevant teams in the Finance and Administration Department.
9. Backstop administrative duties such as international wire transfers, documentation, and other operational support.

Coordination and Collaboration

1. Conduct periodic checks to ensure that Corus International complies with its own policies and donor standards, and to ensure responsive support to staff, programs, and partners.
2. Identify areas of improvement for Corus systems and processes, establish priorities, provide recommendations, and ensure compliance, and support implementation of those recommendations.
3. Develop and disseminate, together with members of the Operational Effectiveness and Development team, communication products including fact sheets, technical briefs, reports, publications, and more.
4. Support the design and or upgrade of the project management systems and tools.

Project Design/Business Development

1. Contribute to the preparation of concept notes and proposals, providing operations expertise for the development of project management plans, logistics and security provisions, and budget components related to project and office operations.
2. Write assigned sections of proposals.

## Supervisory:

This role reports to the Associate Vice President, Operational Effectiveness and Development. The position is not expected to have specific supervisory responsibilities.

## Education & Experience:

1. Bachelor’s Degree in Public Health, International Development, or a related field.
2. Seven or more years of related work experience, including relevant experience in managing development projects (including managing a team, program, finance, and administration) in health, agriculture, food security, economic growth, or humanitarian response.
3. Experience developing and managing start-up plans, workplans, budgets, close-out plans, dispositions plans, branding and marking plans, and other deliverables for institutional awards.
4. Experience working with multiple donors, including USAID, FCDO, and others, with specific familiarity with US government compliance (administrative, management, and reporting procedures and systems). Experience with US government acquisition awards (contracts) strongly preferred.
5. Experience supporting multi-year, high-value maternal and child health programs a plus.
6. Proven sub-grant management experience; understanding of contractual and compliance issues.

## Qualifications:

1. Demonstrated ability to rapidly solve program, managerial, or operational problems in a timely and successful manner.
2. Cross-cultural sensitivity, including experience working with professional and support staff in a multicultural, multi-linguistic environment.
3. Demonstrated versatility and integrity as well as leadership, mentorship, management, organizational, and decision-making skills.
4. Ability to work effectively both independently and as part of a team.
5. Ability to work with a high level of independence, using own initiative and delivering high quality products on time.
6. Excellent oral and written communication skills in English, analytical skills, interpersonal, team management, leadership, and decision-making skills—including the ability to communicate across cultures effectively and respectfully.
7. Complete fluency in English and professional proficiency in written and spoken French.
8. Proficiency in Microsoft 365 applications including Word, Excel, PowerPoint, and SharePoint.

## Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

## Working Conditions, Travel and Environment

* The duties of the job require at least 40 hours of work/week. The employee must be available to work outside normal office hours or on the weekends as required. Corus International has a hybrid work policy, allowing 50 percent of work to be done remotely.
* This position must be able to travel as required for standard domestic and international business purposes, sometimes **on short notice** for **several weeks at a time (and occasionally up to three months)**. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

## Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus International Family, each employee is expected to:

* Help to develop and maintain an environment that welcome and develop a diverse workforce.
* Foster a work environment where everyone feels valued and included.
* Support employees’ evaluation and promotion processes based on skills and performance.
* Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
* Follow Corus International Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
* Adhere to the Organizational Core Values of Inclusion, Disruptive, Interconnected, and Agile.

***Corus International is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital status, protected veteran, or any other classification protected by applicable local, state or federal laws.***